

## 8.0 TRAVEL EXPENSE AND REIMBURSEMENT POLICY

The following policies address reimbursement for travel expenses.

**8.1 REIMBURSABLE EXPENSES.** Subject to the limitations set forth in Policy 8.2 below, members of the Board of Directors and committees and OPTN contractor employees will be reimbursed for the following:

- 8.1.1 Domestic Airfare, Train and Mileage.** Airfare and/or mileage driven for the purpose of conducting business on behalf of the OPTN, will be reimbursed, provided that the person attending is a member of the Board or the Committee, or has been requested to attend the meeting by the President, the Executive Director, or a Committee chair. Members are encouraged to request that their institutions absorb their costs of attending meetings, where possible. OPTN contractor staff employees must complete a travel request form that shall be approved by management.
- 8.1.2 International Travel.** Reimbursement for all international travel expenses will be dealt with on a case by case basis.
- 8.1.3 Overnight Accommodations.** The cost of overnight accommodations and meals at the meeting site will be reimbursed, provided that the person traveling is unable to book reasonable travel arrangements on the day of the meeting and must either arrive the day before the meeting and/or leave the day after the meeting. If the meeting is scheduled to convene on two or more days, the cost of accommodations for the intervening nights, as well as meals necessitated by the stay, will be reimbursed.
- 8.1.4 Parking Fees.** Parking fees at the airport from which the traveler initially departs and mileage driven between the airport and the traveler's home or office will be reimbursed. Other reasonable costs incurred for travel between the airport and the individual's home or office (e.g.: tolls, cab fares, public transit fares, etc.) are also reimbursable.
- 8.1.5 Mileage.** Mileage at the approved IRS rate will be reimbursed, as adjusted from time to time.
- 8.1.6 Final Destination Costs.** Reasonable costs incurred for travel between the destination airport and the meeting site will be reimbursed.
- 8.1.7 Miscellaneous Expenses.** All other reasonable, out-of-pocket expenses actually incurred as a direct result of having to attend the OPTN meeting will be reimbursed.
- 8.1.8 Phone Calls.** Business and Personal phone calls of a reasonable length will be reimbursed. OPTN contractor staff must use a corporate calling card to avoid the excess charges from dialing through the hotel switchboard. High-speed Internet connection fee/charges will be reimbursed if the traveler is conducting OPTN business.
- 8.1.9 Other Meeting Expenses.** At the discretion of the Executive Director, costs (as defined in Policies 8.1.1 - 8.1.5) related to attendance at meetings other than those held by the Board or its committees will be reimbursed.

**8.2 LIMITATIONS.** The following limitations apply to the reimbursement of travel expenses:

**8.2.1 Discounts.** If, for a particular trip, the OPTN contractor is able to obtain special fare discounts for travel on a particular airline or airlines, and if the person traveling chooses not to book and accept flight arrangements thus avoiding such discounts, the individual will be reimbursed for air travel only up to the amount of the discount fare. If a discount fare is available and the traveler chooses arrangements that cost more than the discount fare, the traveler will be billed for the difference between the traveler's chosen fare and the available discounted fare, when UNOS must purchase the tickets.

Exceptions:

The traveler will be reimbursed an amount greater than the discounted airfare if both of the following conditions are met:

- 1.). The cost of the preferred flight is no more than 50% greater than the available discounted fare; and
- 2.). Total travel time for the discounted ticket exceeds the preferred flight by 90 or more minutes.

**8.2.1.1 Scheduling.** Airline reservations should be booked at least one month in advance of any travel when possible to ensure the greatest possibility of securing the most economical ticket. Unused non-refundable tickets must be returned where they will be reissued in the name of the original ticket holder for future meetings.

Airline Ticket Changes –Additional charges resulting from airline ticket changes reasonably related to OPTN business purposes will be reimbursed. Travelers who request a change to a ticket for reasons unrelated to OPTN business purposes will be financially responsible for all fees and fare price differences that are incurred. Change in airline ticketing due to emergencies will be reviewed on a case by case basis.

Saturday Night Stay over - If a traveler elects to extend their travel to reduce airline ticket charges, traveler will be reimbursed for charges only to the extent that the costs do not exceed the original cost for the travel as initially scheduled. The traveler will only be reimbursed up to the Government per diem for that city for lodging and expenses during the weekend. See: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> for current per diem rates. Traveler is responsible for calculating all costs factoring in expenses such as parking, rental cars, etc. When OPTN business is not being conducted during the Saturday Night Stay over, the traveler will not be able to secure a government hotel rate, however, the amount up to the Government rate is reimbursable.

Returning Home Early - If a traveler requests to leave early, they are asked to go “standby”, if it is available, which does not cost additional money. If the traveler chooses to book a confirmed seat on an earlier return flight and the airline charges the traveler, this becomes a personal expense and not reimbursable, unless it is a verifiable emergency.

Booking Last Flight Home – Travelers are encouraged not to travel on the last flights of the day in event of an unforeseen circumstance.

Miscellaneous Ticketing – In accordance with airline policy, travelers may not book back-to-back tickets and/or round-trip airfares for a one-way trip.

**8.2.1.2 Meal Costs.** Reimbursement for evening meal costs incurred by meeting participants shall be limited to the federal limits designated for high-cost areas (currently \$45). This limit applies to the cost of the meal, and all tips and gratuities. Meal costs exceeding this amount shall not be reimbursed, unless approved by Assistant Executive Director level or above.

**8.2.2 Non-Reimbursable Expenses.** The following expenses are not reimbursable.

**8.2.2.1** First class airfare unless it is the same price as the lowest available price for a coach class ticket. When a traveler opts for first class airfare, the cost difference between first class and coach airfare is not reimbursable.

**8.2.2.2** Rental cars, if less expensive modes of travel are available. OPTN contractor staff should minimize additional rental car fees and surcharges.

**8.2.2.3** In-room movies, if an extra fee is charged.

**8.2.2.4** Limousines (unless shared, or no more expensive than other transportation available).

**8.2.2.5** Individual meal costs if a group breakfast, luncheon, or dinner was provided at the same time as the individual meal.

**8.2.2.6** Valet or other special services to include fitness center charges.

**8.2.2.7** If charges for such items as those listed in 8.2.2.3 - 8.2.2.6 appear on hotel folios paid separately by the OPTN contractor, will be required to pay for such charges.

**8.2.2.8** Travel expenses for spouses, family members, or guests of the traveler.

**8.2.3 Adjunct Committee Members.** Travel expenses for adjunct committee members will be paid or reimbursed only if the member was invited to attend the meeting for a special purpose.

**8.2.4 Meetings of Other Organizations.** If the OPTN holds a meeting in a city where the Board member, committee member, contractor staff or invited guest will be present to attend another organization's meeting (e.g., ASTS, AST, ACS, NATCO, SEOPF, etc.), only the individual's additional expenses that are incurred as a direct result of attending the OPTN meeting (e.g., an extra night's lodging and/or extra meals) are reimbursable. Those attending an OPTN function scheduled concurrently with another organization's meeting will be presumed to be attending the other meeting, if the person is a member of the other organization.

**8.2.5 Shuttle Service.** When the OPTN provides for shuttle service between an airport and a meeting site alternative ground transportation and related costs are not reimbursable.

**8.2.6 Annual Membership Meeting.** Travel and accommodation costs to attend annual membership meetings are not reimbursable.

**8.3 FILING EXPENSE REPORTS.** To request reimbursement for out-of-pocket expenses previously incurred, an expense report form, supplied by the OPTN contractor, must be completed and submitted to the OPTN contractor. The report must be signed by the person requesting reimbursement and must state the following:

- dates of travel
- reason for the travel
- to whom the reimbursement check should be made payable
- the address to which the reimbursement should be sent
- a daytime phone number

**8.3.1 Receipts.** Receipts for all expenses in excess of \$15.00 must be attached to the expense report. Meal receipts must show the names of all individuals present and for whom reimbursement is requested.